

INFORMATION ABOUT BEING A WISCONSIN NURSE AIDE EVALUATOR

Role Description and Responsibilities

1. This casual part time position is an excellent opportunity for retired RNs or RNs looking for new/additional challenges. The majority of testing is done on Saturdays; some tests are administered on weekdays. Nurses choose to administer as many or as few tests as they wish. It is expected that nurses will work at least one test per quarter to maintain their skills.
2. The test includes a written exam and a skills demonstration, consisting of randomly selected scenarios which are completed as they would be in the work setting.
3. Orientation for the position consists of two parts: a full classroom day reviewing all aspects of the position, including an in-depth review of all skills to be evaluated and a mentoring day during which the RN will learn how to do the skills evaluations, demonstrate skills evaluations, and then skills test independently.
4. For each test date, a Charge Nurse is assigned to lead the work for the day.
5. Additional Nurse Aide Evaluators are scheduled for each test to assist the Charge Nurse in administering the test in accordance with the number of candidates scheduled (goal—1:10 ratio). These Nurse Aide Evaluators will be assigned by the Charge Nurse to carry out one or more of the following responsibilities:
 - Assist with Admission Procedure, site set up, and written/oral test if more than 35 candidates are scheduled. The second nurse will leave the written test room to begin skills testing as soon as there are fewer than 35 candidates left taking the written exam.
 - Set up the skills lab initially for the whole testing day, getting it ready for all Nurse Aide Evaluators to test skills. Verify that all testing supplies are available for testing and all equipment is in working order.
 - Perform skills evaluations—includes specific set up, follow-up, paperwork, and clean up for each candidate, preparation of the candidate and the volunteer for the skills test and clean up of own area at the end of the day.
 - ◆ After each candidate leaves the room, immediately check scenario to make sure all bubbles are complete, make sure that the “Measuring and Recording Skills” forms are complete, including the candidate’s name and the Nurse Aide Evaluator’s name.
 - ◆ At the end of the day, review all scenarios for completeness before handing them to the Charge Nurse.
 - Complete pay vouchers and expense reports if required and submit them to the Charge Nurse for validation and submission to Wisconsin Nurse Aide Testing Service.
 - Each Nurse Aide Evaluator will be scheduled a start time at the test site in accordance with the duties to be performed.

Qualifications for Nurse Aide Evaluators

- Current, active license to practice as a Registered Nurse in Wisconsin.
- At least one year of experience in providing care for the elderly or chronically ill of any age.
- May be involved in Nurse Aide Training, however, may not administer the competency test to your own students, students of any affiliated program, or students you know personally.

Applying for Position

To apply to be an Nurse Aide Evaluator, please submit a copy of your resume and your RN license via mail or fax (see information listed below). You may also call or e-mail Dorothy if you have additional questions. You will be contacted as soon as possible after receipt of the materials to set up a 30-minute phone interview.

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